



RECORDS RETENTION SCHEDULE



Prepared by
STATE RECORDS BRANCH
Public Records Division
Kentucky Department for Libraries and Archives

RECORDS RETENTION SCHEDULE

Signature Page

Legislative Research Commission
Agency

Unit

December 8, 1988
Schedule Date

June 12, 2008
Change Date

June 12, 2008
Date Approved By Commission

APPROVALS

The undersigned approve of the following Records Retention Schedule or Change:

[Signature]
Agency Head

Mary R. Smil
Agency Records Officer

Barbara Toey
State Archivist and Records Administrator
Director, Public Records Division

Wayne Onit
Chairman, State Archives and Records Commission

6/17/08
Date of Approval

6/17/08
Date of Approval

6/12/08
Date of Approval

6/12/08
Date of Approval

The undersigned Public Records Division staff have examined the record items and recommend the disposition as shown:

Pamela C Compton
Records Analyst/Regional Administrator

[Signature]
Appraisal Archivist

[Signature]
State/Local Records Branch Manager

12 June 2008
Date of Approval

6/12/08
Date of Approval

12 June 08
Date of Approval

The determination as set forth meets with my approval.

[Signature]
Auditor of Public Accounts

6.12.08
Date of Approval

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Schedule Date: December 08, 1988

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

Legislative Branch
Legislative Research Commission
Administrative Regulations

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
01772	Original Regulations for Each Issuing Agency	This series documents agency submissions of original regulations to the Commission. The Commission is to maintain a file of proposed regulations, proposed amendments to regulations, proposed repeals and emergency regulations, as required in KRS 13A.040 (4). Before any regulation proposed by an agency (executive, judicial or legislative) becomes effective, it is subject to review by the legislature. These original regulations have been submitted by state agencies for review by the Administrative Regulation Review Subcommittee (a permanent subcommittee of the Commission, as required in KRS 13A.020) and, after 1988, one standing committee of the Commission, based on appropriate subject jurisdiction. All submitted regulations are published in the Administrative Register of Kentucky (01783) and adopted ones are published in Kentucky Administrative Regulations (01781). Only select original regulations are on file with the Commission prior to 1975.	Series contains: Proposed administrative regulations (with any required attachments); may also contain correspondence and staff reviews	Agency: P	Records Center:	Archives Center: P
				Retain in agency or transfer to the State Archives Center		
01774	Superseded Regulations File - (Dead regulations file) (V)	This series documents Administrative Regulations no longer in effect and the date such regulations were superseded, as required in KRS 13A.040 (5). Prior to 1974, regulations were not assigned a number. Each agency was assigned a letter code and the regulation corresponded to that code plus a numeric designation, e.g., Mental Health (MH-1), Mental Health (MH-2). After 1974, the current numeric designation was assigned. This series provides information necessary to an understanding of how agencies conducted their official activities at any given time. This series represents a comprehensive and centrally located file of all such regulations.	Series contains: Original regulation, correspondence, and date superseded	Agency: P	Records Center:	Archives Center: P
				Retain in agency or transfer to the State Archives Center		
01776	Materials Referenced in Administrative Regulations (V)	This series documents out of state or federal regulations or other codes or guidelines incorporated by reference into effective, repealed and superseded Kentucky Administrative Regulations. Lengthy standards or regulations incorporated by reference are not reprinted in the regulation itself, but their requirements are made a part of it. This is a cumulative file of all materials incorporated by reference, in their printed form, as required in KRS 13A.040(4).	Series contains: Federal regulations, codes, standards and guidelines established by various agencies and organizations, incorporated by reference into an administrative regulation submitted to the Commission	Agency: I	Records Center:	Archives Center: P
				Transfer superseded materials to the State Archives Center. Retain current incorporated materials in the agency		

STATE AGENCY RECORDS RETENTION SCHEDULE

Legislative Branch
Legislative Research Commission
Administrative Regulations

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
01781	Kentucky Administrative Regulations Service - (Electronic and Manual) (V)	This series documents, in published form, the policies and procedures established by administrative agencies in order to carry out 1974 legislative mandates. This series represents the regulations under which Kentucky state government operates. Prior to 1974, there are two volumes entitled Kentucky's Administrative Code (1946 and 1951) which contain all effective regulations of state agencies on file with the Secretary of State, as of the dates published. The initial code was published in 1946. In addition, two non-cumulative Administrative Registers (01783) were published for that time period. NOTE: The 1942 legislature required the publication of administrative regulations and registers on a periodic basis. In 1974, all regulations were re-promulgated. The Commission maintains all regulations after 1974. The function was automated in 1986. It exists as a word processing document that is edited monthly, and printed annually.	Series contains: Text of all regulations in effect as of July of each year, which are promulgated by administrative agencies of Kentucky state government. Beginning in 1988, the effective date of all regulations was changed to August of each year.	Agency: P	Records Center:	Archives Center: P
				Retain one copy in agency. Forward three copies to the Publication Section of the PRD when issued. Destroy excess copies when no longer needed. Maintain electronic file, updating as changes occur		
01783	Administrative Register of Kentucky - (Register of Administrative Regulations) - (Electronic and Manual) (V)	This series documents monthly submissions of proposed administrative regulations to the Commission and actions taken (approved, rejected) by the Administrative Regulation Review Subcommittee on previously submitted regulations. It is the official publication of the Commonwealth giving public notice of all regulations proposed by state agencies. It exists as an electronic file until published.	Series contains: Proposed regulations received since publication of previous register, regulations approved in same interim, emergency regulations currently in effect, minutes of last meeting and agenda for next meeting of the Administrative Regulation Review Subcommittee	Agency: P	Records Center:	Archives Center: P
				Retain one copy in agency. Forward three copies to the Publication Section of the PRD when issued.		

STATE AGENCY RECORDS RETENTION SCHEDULE

Legislative Branch
Legislative Research Commission
Budget Review

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
01811	Fiscal Note Status Bill Log (C) KRS 7.120 (3)	This series was created to trace the progress of fiscal note preparation and distribution, and to document which bills have had fiscal notes prepared. Prior to 1984, the file was maintained on 3x5 cards. Information to create the log is now entered into a word processing document and printed, for ease of use.	Series contains: Bill request number, bill number, subject, budget unit of state government affected. May also contain fiscal impact for current year and the first and second year of the upcoming biennium, and funding source	Agency: 10 Destroy	Records Center:	Archives Center:
01812	Fiscal Analysis Notes - (Electronic and Manual) (C) KRS 7.120 (3) (V)	This series provides a summary of the monetary impact of a bill. It is used by committees and bill sponsors to deliberate the merits of proposed or pending legislation. Fiscal notes may be requested by the bill sponsor, committee chairman in whose committee the bill is being considered, or by a majority of either chamber. Budget Review Office staff are responsible for the completion of fiscal notes, within three days of the receipt of a request. The notes are considered confidential until a bill is introduced. The series does not represent an in-depth analysis, but provides supporting documentation only. Completion of fiscal analysis notes is established and required by rules of the House and Senate, not by legislation.	Series contains: Bill number, bill request number, sponsor, drafter name, a narrative description, cost in dollars of the proposed legislation, approval signature, and date completed	Agency: 4 Transfer to the State Records Center. Maintain electronic file, updating as changes occur	Records Center: 6	Archives Center:
01813	Appropriation Acts Workpapers - (Electronic and Manual) (V)	This series documents the workpapers used in the formulation of the biennial budget. The workpapers document the movement of executive, legislative and judicial branch budget requests as they move from House subcommittees, to the House floor, Senate floor and Conference committees, until enactment of the budget bill and printing of the final budget.	Series contains: Budget memoranda, meeting minutes, spreadsheets, budget bill drafts, budget reports, budget workshop papers and various budget background materials	Agency: 4 Transfer to the State Records Center. Maintain electronic file, updating as changes occur. Normal backup	Records Center: 4	Archives Center:
05014	Budget Review Session Workpapers Change Date: 6/14/2001	This series documents, in printed form, the proceedings of the Budget Review Committee, during regular sessions of the General Assembly. During the sessions/meetings, Budget Review, which staffs the subcommittees of the Appropriations and Revenue Committee, meets to study and make proposals on the Commonwealth's budget to the members of the Appropriations and Revenue Committee.	Series contains: Agendas, attendance records by General Assembly members, correspondence to and from the Budget Review Office, budget information, budget requests from state agencies, committee votes, and meeting handouts	Agency: 2 Transfer to the State Archives Center	Records Center:	Archives Center: P

STATE AGENCY RECORDS RETENTION SCHEDULE

Legislative Branch
Legislative Research Commission
Director's Office

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
01770	Official Correspondence Log - (Used to track inquiries and compile statistics reported to the LRC) - (Electronic)	This series was created as an index to written communications transmitted from, and received by, the Director of the Legislative Research Commission. It is used for tracking inquiries and in compiling statistics reported to the Commission.	Series contains: Sequential file number, subject, date, type of communication received, and name of correspondent data	Agency: I	Records Center:	Archives Center:
				Update as changes occur. Normal backup procedures will apply		

STATE AGENCY RECORDS RETENTION SCHEDULE

Legislative Branch
Legislative Research Commission
General Assembly

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
01787	Acts of the General Assembly of Kentucky - (Electronic and Manual) (V)	This series documents all legislation enacted by the General Assembly for each session it meets. It represents the permanent record for research and inquiries, pending release of supplements to the Kentucky Revised Statutes and is the primary publication of legislative action. The electronic version of this file begin in 1988. *After publication this series is not referenced with any frequency.	Series contains: Text of all bills and joint or concurrent resolutions enacted; bill number; sponsor(s); applicable statute sections created or amended; approval date; effective date (if emergency). Bills and Resolutions are inserted by chapter according to the order in which they received gubernatorial action and were filed with the Secretary of State's Office.	Agency: P	Records Center:	Archives Center: P
				Per KRS 57.300, retain fifteen copies in agency. Forward three copies to the Publication Section of the PRD when issued. Destroy excess copies when no longer needed. Maintain electronic file, updating as changes occur. NOTE: Of the fifteen agency copies, retain five permanently, destroy balance after ten years		
01788	Journal of the Senate of the General Assembly of the Commonwealth of Kentucky - (Electronic and Manual) (V)	This series documents in detail the daily proceedings of the Senate while it meets in session, as required by the Kentucky Constitution. The journal is intended to assure a public account of legislative activity, and constitutes the final official record of General Assembly action. Under provisions of KRS sections 6.161, 6.162, and 57.151, the Commission is responsible for compiling, editing, correcting, and publishing the journal. The chief clerk of the Senate furnishes a correct journal of Senate proceedings each day to the Commission, upon approval by the Senate. It is a handwritten document which is reproduced in published form. Until publication the text is maintained in electronic form. *Series rarely referenced after publication.	Series contains: Votes of Senate members on bills, justification for the enactment of emergency legislation, signature of the presiding officer on enrolled bills, the Governor's veto messages, proposed constitutional amendments, legislative citations, conference committee reports, bills, resolutions, committee substitutes, committee amendments, floor amendments, and miscellaneous roll call votes	Agency: P	Records Center:	Archives Center: P
				Per 57.310, retain ten copies in agency. Forward three copies to the Publication Section of the PRD when issued. Destroy excess copies when no longer needed. Maintain electronic file, updating as changes occur. NOTE: Of the ten copies, retain three permanently, destroy remaining seven after ten years		
01789	Journal of the House of Representatives of the General Assembly of the Commonwealth of Kentucky - (Electronic and Manual) (V)	This series documents in detail daily proceedings of the House while it meets in session, as required by the Kentucky Constitution. The journal is intended to assure a public account of legislative activity, and constitutes the final official record of General Assembly action. Under the provisions of KRS sections 6.161, 6.162, and 57.151, the Commission is responsible for compiling, editing, correcting, and publishing the journal. The chief clerk of the House furnishes a correct journal of House proceedings each day to the Commission, upon approval by the House. It is a handwritten document which is reproduced in published form. Until publication, the text is maintained in electronic form. * Series rarely referenced after publication.	Series contains: Votes of House members on bills, justification for the enactment of emergency legislation, signature of the presiding officer on enrolled bills, the Governor's veto messages, proposed constitutional amendments, legislative citations, conference committee reports, bills, resolutions, committee substitutes, committee amendments, floor amendments, and miscellaneous roll call votes	Agency: P	Records Center:	Archives Center: P
				Per 57.310, retain ten copies in agency. Forward three copies to the Publication Section of the PRD when issued. Destroy excess copies when no longer needed. Maintain electronic file, updating as changes occur. NOTE: Of the ten copies, retain three permanently, destroy remaining seven after ten years		

STATE AGENCY RECORDS RETENTION SCHEDULE

Legislative Branch
Legislative Research Commission
General Assembly

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
03044	Senate Bills: Official 'A' Copy - (Electronic and Manual) (V)	This series documents proposed legislation (bills) introduced in the Kentucky Senate while it meets in session. It is the official file of record of all bills (whether passed or not) introduced in the Senate. Under the terms of KRS 6.245, there are five copies made and inserted in 'bill jackets' for distribution as follows: 'A' copy - original copy; 'B' copy - Commission working copy; 'C' copy - General Assembly working copy; 'D' and 'E' copies to the press. NOTE: If bills pass both Houses of the General Assembly, they become enrolled and are forwarded to the Governor for signature. Upon signature by the Governor, the enrolled bills are filed with the Secretary of State and become the legal copy of record. Blue Jacket - Official General Assembly record (as introduced); Pink copy - Bill passed both chambers with no changes, forwarded to the Governor for signature; Green copy - Passed both chambers with changes. Changes are incorporated and forwarded to the Governor for signature.	Series contains: Official copies of bills signed by the sponsor(s) that have been introduced during a session of the Senate, with all amendments or attachments added subsequent to introduction	Agency: I	Records Center:	Archives Center: P Transfer to the State Archives Center upon adjournment of each session. Maintain electronic file, updating as changes occur. Normal backup procedures will apply
03045	House Bills: Official 'A' Copy - (Electronic and Manual) (V)	This series documents proposed legislation (bills) introduced in the Kentucky House while it meets in session. It is the official file of record of all bills (whether passed or not) introduced during the time legislation is considered in the House. Under the terms of KRS 6.245, five copies are made and inserted in 'bill jackets' for distribution as follows: 'A' Copy - original copy; 'B' Copy - the Commission; 'C' Copy - General Assembly; 'D' and 'E' copies - Press. NOTE: If bills pass both Houses of the General Assembly, they become enrolled and are forwarded to the Governor for signature. Upon signature by the Governor, enrolled bills are filed with the Secretary of State and become the legal copy of record. Blue Jacket - Official General Assembly record, as introduced; Pink copy - Passed both chambers with no changes, forwarded to Governor for signature; Green copy - Passed both chambers with changes. Changes are incorporated and forwarded to the Governor for signature.	Series contains: Official copies of bills signed by the sponsor(s) that have been introduced during a session of the House, with all amendments or attachments added subsequent to introduction	Agency: I	Records Center:	Archives Center: P Transfer to the State Archives Center upon adjournment of each session. Maintain electronic file, updating as changes occur. Normal backup procedures will apply

STATE AGENCY RECORDS RETENTION SCHEDULE

Legislative Branch
Legislative Research Commission
General Assembly

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
03046	Senate Resolutions: Official 'A' Copy - (Electronic and Manual) (V)	This series documents all resolutions (whether passed or not) introduced in the Kentucky Senate while it meets in session. This series is the official file of record of all resolutions introduced during the legislative session. There are three types of resolutions: Simple (passed one chamber - House or Senate); Concurrent (passed both houses but not enrolled); Joint (same as a bill - if passes both chambers is law but is not entered into statutes). Simple resolutions are used to express an opinion, regulate chamber procedure or request action; Concurrent resolutions are used to authorize expenditures, committees, and rules, memorialize Congress or a federal agency, and direct the Commission to conduct a study; Joint resolutions are used to appropriate money, designate a state poet laureate, etc., ratify an amendment to the U.S. Constitution, or direct an executive agency to conduct a study. Five jacketed copies are made with distribution as follows: 'A' copy - original copy; 'B' copy - the Commission; 'C' Copy - General Assembly; 'D' and 'E' copies - Press. NOTE: If resolutions pass both chambers of the General Assembly, they become enrolled and are forwarded to the Governor for signature. Upon signature by the Governor, resolutions are filed with the Secretary of State and become the legal copy of record.	Series contains: Signed, jacketed copy of each resolution introduced in a session of the Senate, and the official, original copy of such, with all amendments or attachments subsequent to introduction	Agency: I	Records Center:	Archives Center: P
				Transfer to the State Archives Center upon adjournment of each session. Maintain electronic file, updating as changes occur. Normal backup procedures will apply		
03047	House Resolutions: Official 'A' Copy - (Electronic and Manual) (V)	This series documents resolutions introduced in the Kentucky House while it meets in session. It is the official file of record of resolutions (whether passed or not) introduced in the House during each legislative session. There are three types of resolutions: Simple (passed one chamber - House or Senate); Concurrent (passed both houses but is not enrolled); Joint (same as a bill - if passes both chambers is law but is not entered into statutes). Simple resolutions are used to express an opinion, regulate chamber procedure or request action; Concurrent resolutions are used to authorize expenditures, committees, and rules, memorialize Congress or a federal agency, and direct the Commission to conduct a study; Joint resolutions are used to appropriate money, designate a state poet laureate, etc., ratify an amendment to the U.S. Constitution, or direct an executive agency to conduct a study. Five jacketed copies are made with distribution as follows: 'A' copy - original copy; 'B' copy - the Commission; 'C' copy - General Assembly; 'D' and 'E' copies - Press. NOTE: If resolutions pass both chambers of the General Assembly, they become enrolled. All enrolled resolutions are forwarded to the Governor for signature. Upon signature by the Governor, enrolled resolutions are filed with the Secretary State and become the legal copy of record.	Series contains: Signed, jacketed copy of each resolution introduced in a session of the House, and the official, original copy of such, with all amendments or attachments subsequent to introduction	Agency: I	Records Center:	Archives Center: P
				Transfer to the State Archives Center upon adjournment of each session. Maintain electronic file, updating as changes occur. Normal backup procedures will apply		

STATE AGENCY RECORDS RETENTION SCHEDULE

Legislative Branch
Legislative Research Commission
General Assembly

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
03323	Bill Books	Closed Series: This series provides a numerical list of bills introduced in each chamber of the General Assembly and documents the passage of legislation through the lawmaking process. Both House and Senate bills are recorded separately within each volume by the clerk of the respective chamber.	Series contains: Included in the books may be the bill number and title; where originated; date received, reported and referred from either house; date of first reading, second reading, committee approval, and third reading; date passed or rejected; special orders; and, date signed by the Speaker and the Governor	Agency: 0	Records Center:	Archives Center: P Retain at the State Archives Center
03324	Index to House and Senate Bills Closed Date: 1/1/1895	Closed Series: This series was created to provide access to bills introduced in each chamber of the General Assembly during regular sessions.	Series contains: House and Senate bills alphabetically by subject with the respective bill number; earlier indexes include the name of the bill's sponsor	Agency: 0	Records Center:	Archives Center: P Retain in the State Archives Center
03325	Register of Enrolled Bills Closed Date: 1/1/1893	Closed Series: This series was used to chronologically track bills which were enacted and provides a record of the dates each Speaker of the House and Senate and the Governor signed the bills.	Series contains: Number and title of each bill, dates signed by Speaker of the House and the Senate, and date presented to the Governor. House and Senate bills are recorded separately, but usually within the same volume.	Agency: 0	Records Center:	Archives Center: P Retain in the State Archives Center
03326	Enrolling Record Book Closed Date: 1/1/1887	Closed Series: This series tracked original bills and resolutions of both the House and Senate during the enrolling process. It also functioned as a kind of log or register to let the clerk of each respective chamber know exactly where the original bill was at any given point.	Series contains: Bill number, date received, to whom delivered for enrollment, dates delivered and returned, number of pages, remarks indicating errors and corrections, if withdrawn and by whom	Agency: 0	Records Center:	Archives Center: P Retain in the State Archives Center

STATE AGENCY RECORDS RETENTION SCHEDULE

Legislative Branch
Legislative Research Commission
General Assembly

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
03327	Minute Book Closed Date: 1/1/1975	Closed Series: These volumes are minutes of the Senate sessions for the years 1821-1894, 1971, 1972 and 1974, and the House sessions for the years 1830-1876, and 1974. Each day's legislative actions are detailed within the volumes. The minute books were kept by the clerk of each chamber and served as a basis for the House Journals (01789), and the Senate Journals (01788).	Series contains: Information on member attendance, introduction of bills by number, committee reports, the regular calendar, motions, petitions, citations, floor amendments, orders of the day, the enrollment committee, and bill referrals. Bill sponsors and those who made or seconded motions were identified by name. Votes are recorded on each action taken	Agency: 0	Records Center:	Archives Center: P Retain in the State Archives Center
03328	Resolution Book Closed Date: 1/1/1895	Closed Series: These numerical lists of House and Senate resolutions chronicle the passage of legislation through each chamber. Both House and Senate resolutions were recorded separately within each volume by the clerk of the respective chamber. This series functions similar to Bill Books (03323).	Series contains: Number and title of resolution, member reporting, special orders, action taken, date concurred, dates reported to and returned from other chambers, and dates signed by the Speaker and the Governor	Agency: 0	Records Center:	Archives Center: P Retain in the State Archives Center
03329	Special Order Books Closed Date: 1/1/1889	Closed Series: This series was used by the House as intended, as a log of special orders to be introduced. The entries include number and title of special orders, as well as the date and time the orders were reported. The Senate used this series as a catalog of reference materials (copies of bills) lent out to various legislators. These entries include document number, person borrowing the document and the date, and person returning the document and date.	Series contains: Number and title of special orders, date and time orders reported, document number, person borrowing document and date, and person returning document and date	Agency: 0	Records Center:	Archives Center: P Retain in the State Archives Center

STATE AGENCY RECORDS RETENTION SCHEDULE

Legislative Branch
Legislative Research Commission
Information Resources

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
03316	Bill Status System - (Electronic) (V)	This series documents all legislation introduced by providing a summary of individual bills/resolutions, and chronological accounting of all legislative action on each. It replaces series 01802, Subject Index of Bill File, since it allows searches by subject. After each day the legislature is in session, the Senate and House Clerks' Offices forward to the Commission an accounting of the action in the respective chambers. The information is then keyed into the database and updated in the same manner daily thereafter, until the session concludes. The data base is used to create the Legislative Record (03043). It is also used in-house as an index to introduced bills and resolutions. A random snapshot of the database is taken periodically as partial security for the file. The tape is maintained on-site in a different location.	Series contains: Bill numbers, sponsors, dates of introduction, dates of action, summaries of bill provisions, summaries of amendments	Agency: I	Records Center:	Archives Center:
				Update as changes occur throughout the session. Normal backup procedures will apply		

STATE AGENCY RECORDS RETENTION SCHEDULE

Legislative Branch
Legislative Research Commission
Library and Reference Services

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
05792	Capital Planning Advisory Board Submissions Change Date: 6/12/2008	This series documents agency plans for office and building space presented to the Capital Planning Advisory Board (CPAB) of the General Assembly under terms of KRS 7A.100. The CPAB reviews submissions then prepares a state capital improvement plan and makes funding recommendations to each branch head as to state spending for capital projects, including leased property. These are duplicate files, the original being maintained by the requesting agency. The CPAB came into existence in 1990 and has produced a Statewide Capital Improvement Plan every two years, with the exception of the year 2000.	Series may contain: Plan Overview; Project Summary; Capital Project Record; Leases, if applicable; Authorization; Status of Project; Maintenance Plan; Action Plans; and Six Year Project Plan	Agency: P	Records Center:	Archives Center:
				Retain in agency		
01801	Legislator Biography File	This series, which is a cumulative and centralized file, documents, in a convenient format, information about legislators and their tenure in the General Assembly. It is also used as an index to the Kentucky General Assembly Directory (M0007) which was first published by the Commission in 1954, as well as other directories not published by the Commission. A portion of this file was filmed and is stored with the Public Records Division. The file will continue to be filmed on a periodic basis.	Series contains: Name, length of service, district represented, party affiliation, and home address of past and current legislators	Agency: P	Records Center:	Archives Center:
				Retain in agency		
01802	Subject Index of Bills File Closed Date: 1/1/1982	Closed Series: This series is a cumulative subject index of bills introduced into the legislature. It allows a researcher to consult a single index location for any bills introduced on a given subject between the years 1950 and 1982. The series was replaced in 1982 by the Bill Status System (03316).	Series contains: Bill number, the primary sponsor, and in some cases, the co-sponsor; a brief summary of the bill and the date and description of the last action taken with regard to the bill; may also contain a list of proposed amendments to the bill	Agency: P	Records Center:	Archives Center:
				Retain in agency		
01808	Interim Joint and Special Committee Records	This series documents, in printed form, the proceedings of joint and special committee meetings in the interim period between regular sessions of the General Assembly. During the interim period between legislative sessions, Commission subcommittees meet to study public issues and to generate legislation to be introduced in the upcoming legislative session. These subcommittees are of three types: joint, statutory and special. The joint committees result from joining the 15 Senate and 15 House standing committees so that there are 15 interim committees, each with a subject jurisdiction corresponding to a Senate and House standing committee jurisdiction. The statutory committees function continually, regardless of session activity. These include the Commission itself, Administrative Regulations committee, Capital Construction and Equipment Purchase Oversight committee, Program Review and Investigation committee, and the Personal Service Contract committee. The special committees are created for a given interim in order to study a topic of current interest. These committees exist for one interim only, unless they are recreated by the Commission. NOTE: Interim refers to the period during which committees meet, not the type of committee.	Series contains: File folders used by interim committees in the conduct of their business. They contain agenda, minutes of previous meetings, written statements submitted for the record, Commission staff memos and printed materials germane to topics being deliberated. They may also contain bill drafts the respective committees considered. NOTE: Commission minutes are contained in this series	Agency: 4	Records Center:	Archives Center: P
				Transfer to the State Archives Center		

STATE AGENCY RECORDS RETENTION SCHEDULE

Legislative Branch
Legislative Research Commission
Library and Reference Services

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
01809	Standing Committee Records	This series documents the actions of the thirty standing committees of the Senate and House of Representatives which meet during each legislative session. (There are 15 Senate committees and 15 House committees). Each committee reviews proposed legislation assigned to them by their respective chamber's Committee on Committees, during open meetings. If deemed appropriate or necessary, public hearings may be held. This series contains the only records of attendance (if kept) and of votes taken within the committee meetings. Location of records prior to 1980 is unknown.	Series contains: Minutes of each committee and the record of votes taken on each bill. It may also include copies of each bill assigned, attendance records of each meeting, a bill log which lists the dates each bill was considered and a summary of action (amendments, changes and final recommendation to the floor), a log of speakers addressing the committee, and related materials submitted for members' consideration	Agency: 6	Records Center:	Archives Center: P Remove and destroy copies of bills. Transfer remainder to the State Archives Center
01810	Committee Meeting Transcripts - (Audiotapes) Closed Date: 1/1/1985	Closed Series: This series recorded, verbatim, the discussions held and actions taken by certain of the thirty standing committees of both the Senate and the House of Representatives which met during each legislative session (15 Senate committees and 15 House committees). Each committee reviewed proposed legislation assigned to them by their respective chamber's Committee on Committees, during open meetings. If deemed appropriate or necessary, public hearings were held. In some instances experts or interested persons gave testimony before a committee in favor of or against a particular bill being considered. This testimony would be included on the recording. The decision to have a committee meeting recorded is made by each committee chairman. Therefore, only certain meetings are included in this file. Series closed in 1985. Additional information may be found in Standing Committee Meeting Mechanical Recordings (03049).	Series contains: All verbal communication during a meeting, which includes discussion by committee members, testimony by interested parties, and official action taken by the committee	Agency: 0	Records Center:	Archives Center: P Retain in the State Archives Center
03048	Interim Joint and Special Committee Meeting Mechanical Recording	This series records, verbatim, the discussions held and actions taken by committees of the legislature or the Commission during the interim period between sessions of the General Assembly. Since 1968, Senate and House committees with the same jurisdiction are combined during the interim to study issues. Special committees are created by resolution passed by the General Assembly, or by action of the Commission. Special committees are formed for a specific purpose, and must be re-established each interim in order to continue. The committee system, authorized by the 1968 General Assembly, has provided the opportunity for legislators to become acquainted with issues which concern their constituents between the sessions of the General Assembly.	Series contains: All verbal communication during interim meetings, which includes discussions by committee members, testimony by interested parties, and official action taken by the committee	Agency: 8	Records Center:	Archives Center: Destroy

STATE AGENCY RECORDS RETENTION SCHEDULE

Legislative Branch
Legislative Research Commission
Library and Reference Services

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
03049	Standing Committee Meeting Mechanical Recordings	This series records verbatim, the discussions held and actions taken by certain of the thirty standing committees of both the Senate and the House of Representatives which meet during each legislative session (15 Senate committees and 15 House committees). Each committee reviews proposed legislation assigned to them by their respective chamber's Committee on Committees, during open meetings. If deemed appropriate or necessary, public hearings may be held. In some instances experts or interested persons give testimony before a committee in favor of or against a particular bill being considered. This testimony would be included on the recording. The decision to have a committee meeting recorded is made by the committee chairman. Therefore, only certain meetings are included in this series. Tapes are used primarily by attorneys to determine legislative intentions during the deliberation of legislative measures. Prior to 1985, additional information can be found in Series 01810, Committee Meeting Transcripts (Audiotapes).	Series contains: All verbal communication during the meeting, which includes discussion by committee members, testimony by interested parties, and official action taken by the committee	Agency: 4	Records Center:	Archives Center: P Transfer to the State Archives Center
03318	Subject Index to Legislative Research Commission Publications	This series provides for subject access to all Commission Informational Bulletins (01784), and Research Reports (01782), produced from the date the agency was established to the present. The only publication series not indexed by this series is Research Memoranda (01804). The series is also an index to records of special legislative hearings.	Series contains: Publications are listed under appropriate headings by series numbers, i.e., research reports and informational bulletins. Legislative hearings are indexed by subject.	Agency: P	Records Center:	Archives Center: Retain in agency
03321	Author/Subject Index to Staff Memoranda	This series serves as an index to Research Memoranda, (01804). Access to the memoranda is by author or requesting legislator, and by subject. It is a single cumulative index for all the Research Memoranda.	Series contains: Each memorandum is entered under its author or requesting legislator depending on the date it was produced. Author entries appear from the 1960s forward. Each memorandum is entered under one or more subject headings. Memoranda are entered by number rather than by title	Agency: P	Records Center:	Archives Center: Retain in agency

STATE AGENCY RECORDS RETENTION SCHEDULE

Legislative Branch
Legislative Research Commission
Program Review and Investigation Committee

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
03315	Local Government Impact Statements (C) KRS 7.120 (3) (V)	This series represents the one-page summaries that document the statutory and fiscal impact, if any, proposed legislation has on cities, counties and urban county governments, as required in KRS 6.950 - 6.975 and implemented by House Rule 52A and Senate Rule 51A. The summaries are completed by Program Review and Investigation Committee staff if the bill is determined to have local impact, and accompany bills/resolutions and amendments to the floor of the chamber (Senate or House of Representatives) considering said bills/resolutions/amendments. House Rule 52A and Senate Rule 51A prohibit any measure which contains a local mandate order being placed in the Orders of the Day until a local mandate impact statement is prepared, unless waived by a 2/3s majority of the chamber.	Series contains: Bill request number, bill/resolution number, sponsor, bill drafter, date completed and information related to how the bill/resolution impacts local government's revenue options or expenditure requirements	Agency: 4	Records Center: 6	Archives Center:
				Transfer to the State Records Center		

STATE AGENCY RECORDS RETENTION SCHEDULE

Legislative Branch
Legislative Research Commission
Public Information

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
01790	Interim Legislative Record - (Electronic and Manual) (V)	This series documents legislative activities during the period between sessions. It contains reports of minutes of all interim committee meetings and includes feature articles on issues of the day. The series is published monthly and is bound in two-year spans. The text is maintained in an electronic file, which began in 1985.	Series contains: Articles on issues before the legislature and legislative interim actions, summaries of prefiled bills, interim committee meeting minutes, and a calendar of committee meetings	Agency: P	Records Center:	Archives Center: P
				Retain one copy in agency. Forward three copies to the Publication Section of the PRD when issued. Destroy excess copies when no longer needed. Maintain electronic		
03319	Legislative Photograph Collection Administrative Change Date: 12/9/1993 To change wording of disposition	This series consists of portraits taken of each legislator when he/she is first elected to office. It also consists of candid photographs of legislators in various meetings and other settings which are used for distribution to local news media. The portraits are taken for inclusion in the General Assembly Directory, M0007, published by the Commission. Portraits continue to be used in each succeeding Directory unless and until the legislator requests that an updating photograph be taken. This collection contains all such portraits and candid photographs and, where available, their negatives.	Series contains: One or more portrait photographs of each current legislator, and candid photographs of certain legislators and other group members. From 1982, negatives and contact sheets are included. From mid-1988, photographs are keyed to negatives and contact sheets by identifying numbers. Before mid-1988, folders include press releases that help to identify subjects in the photographs	Agency: I	Records Center:	Archives Center: P
				Transfer to the State Archives Center. NOTE: Folders for individual legislators will be transferred when they are no longer members of the General Assembly		
04337	Videotape Recordings - (Documents legislative sessions and committee meetings, as well as other programming of public interest) Change Date: 12/9/1993 Administrative Change Date: 7/19/1995 - (To change title and add title note)	This series documents the proceedings of Regular and Extraordinary sessions, and legislative organizational sessions, of the Kentucky General Assembly, as well as proceedings of select meetings of General Assembly Standing Committees (see Series 01809). Although minutes (03049) of Committee meetings and Journals of the House and Senate (01788 and 01789) are created and maintained permanently, this series provides additional information not documented elsewhere. (Recordings are not made of committee meetings held during the interim between scheduled sessions). Kentucky Educational Television (KET) produces the recordings and, after taping is completed, gives the original and only copy to the Commission's Public Information Office. This practice began with the 1992 Regular Session. Prior to 1992, KET both produced and maintained tape recordings of the sessions. The highest reference activity on the series occurs within the first three months following the end of a session, and is usually in the form of a request from the Press or a specific legislator. This series also documents special events and programs produced by the Commission. Examples include Kentucky Horizons, which is aired on Kentucky Educational Television, and other programming documenting current legislative action, such as health care reform, charitable gaming and Workers' Compensation Reform. These programs are produced by the Commission's Tele-Technology and Education unit.	Series contains: Recorded proceedings of sessions of the Kentucky General Assembly and meetings of the legislative Standing Committees; also, special programming produced by the Commission which documents current legislative actions and laws of interest to the viewing public	Agency: 9 months	Records Center:	Archives Center: P
				Transfer to the State Archives Center		

STATE AGENCY RECORDS RETENTION SCHEDULE

Legislative Branch
Legislative Research Commission
Publication Services

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
01782	Research Reports - (Research Publications) - (Electronic and Manual)	This series documents research undertaken by staff, committees of the legislature, and consultants, which is printed and distributed by the Commission. The series was created to investigate public policy issues that come before the legislature or are expected to come before it. The reports may be initiated by either the legislature or the Commission. Since 1985, research publications have been printed from word processing documents created on the legislature's computer system. Research publications form one numeric series, numbers 1 through 90. Research reports form a second series - numbers 1 through 71 and 100 forward. Numbers 72 through 99 were not created. *Referenced rarely after publication.	Series contains: Findings of individual research projects; statistical information and recommendations for legislative action	Agency: P	Records Center:	Archives Center: P
				Retain one copy in agency. Forward three copies to the Publications Section of the PRD when issued. Destroy excess copies when no longer needed. Maintain electronic file, updating as changes occur		
01784	Informational Bulletins - (Electronic and Manual)	This series documents informational/educational publications of the Commission. It was created to disseminate information about Kentucky state government processes. It provides for an explanation of the Constitution and constitutional amendments and the General Assembly, as well as the laws relating to cities of various classes, duties of local officials, and government policies and procedures. Typically, these bulletins describe some aspect of state or local government or procedures for citizen involvement in government processes. The series is published on an as needed basis. For example, prior to a legislative session, bulletins may be published detailing issues before the General Assembly; after the session, bulletins may provide a summary of legislative action or may provide summaries of Commission committee activity. This file was computerized in 1985. *Series is not referenced after publication.	Series contains: Each publication contains information on a specific topic, such as Duties of Elected County Officials, or is educational material, such as Kentucky Government. Publications cover topics in state and local government operation, regulation, funding, etc.	Agency: P	Records Center:	Archives Center: P
				Retain one copy in agency. Forward three copies to the Publications Section of the PRD when issued. Destroy excess copies when no longer needed. Maintain electronic file, updating as changes occur		
01804	Research Memoranda	This series documents research memoranda produced by Commission staff from 1952 to the present. Research memoranda are usually written in response to a request for further information by a legislator, a committee of the Commission or, occasionally, the full legislature. The memoranda are circulated to staff and are available to the general public upon request. Research memoranda are generally shorter in length than research reports (01782) and informational bulletins (01784), and deal with very specific and limited subjects. This series is not distributed to schools or public libraries as are research publications and informational bulletins.	Series contains: Findings of staff research conducted on specific, limited topics	Agency: P	Records Center:	Archives Center: P
				Retain two copies in agency. Forward three copies to the Publications Section of the PRD when issued. Destroy excess copies when no longer needed		

STATE AGENCY RECORDS RETENTION SCHEDULE

Legislative Branch
Legislative Research Commission
Publication Services

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
03043	Legislative Record (V)	This series documents the Legislative Record, which is the official daily summary of action taken by the Kentucky General Assembly while it meets in session. As such, it allows interested parties to follow legislative activity on a daily basis. Upon publication, all agency copies are distributed to subscribers except those retained as a duplicate in the Commission library. The library has copies for the following years: 1922, 1932, 1934, 1940, 1942, the 1942 Special Session, and from 1948 forward. *After publication, series is rarely referenced.	Series contains: Summaries of introduced bills and subsequent action taken on same, a summary of daily proceedings in each chamber of the legislature, a list of bills in committee by committee, the daily calendar for each chamber, a list of General Assembly officers, members, and committees, a list of state officials and registered legislative agents, seating arrangements in each chamber, and indexes of bills and amendments by subject and sponsor	Agency: P	Records Center:	Archives Center: P
				Retain one copy in agency. Forward three copies to the Publications Section of the PRD when issued. Destroy excess copies when no longer needed		

STATE AGENCY RECORDS RETENTION SCHEDULE

Legislative Branch
Legislative Research Commission
Research

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
01798	Individual Researcher's Study/Project File - (Documents committee issues studied or under study by staff assigned to committee work or projects)	This series documents committee issues studied or under study by individual staff assigned to committee work or research projects. It provides background information and is used in producing research reports, informational bulletins, committee reports, bill drafts, memoranda, etc. The circumstances under which a study or project may be undertaken are: the General Assembly can pass resolutions requiring studies; the Commission can require a study because insufficient information is available with which to make a decision; Interim or Joint committees can request additional information on a given subject; an individual legislator can request a study be undertaken; or, the Director of Research can assign research to result in the updating of recurring Commission publications, e.g., municipal laws, constitutional laws, duties of local officials, etc.	Series contains: Work papers and notes, correspondence, preliminary drafts of studies, statistical data, interoffice and interagency memoranda, informational reports, reference materials, federal, state and industry publications	Agency: 1	Records Center:	Archives Center: P
				Transfer to the State Archives Center seven years after study/project is completed		
03320	Actuarial Analysis Statements (C) KRS 7.120 (3) (V)	This series documents the actuarial analysis which must be completed on bills which would increase the benefits or increase participation in the benefits, or change the financial liability of any public retirement system administered by an agency of state government, as required in KRS 6.350. The bill shall not be reported from a legislative committee of either house of the General Assembly for consideration by the full membership of that house unless the bill is accompanied by an actuarial analysis. The analysis must show the economic effect of the bill on the retirement system, including a projection of the annual cost to the system of implementing the legislation for at least ten years. The analysis must state the actuarial assumptions and methods of computation used in the analysis and shall state whether or not the bill or resolution, if enacted, would make the affected retirement system unsound or, in the case of a system already unsound, more unsound. If a bill is introduced and passes into law without an analysis having been done, it can be challenged and a suit filed to overturn the bill. Also, a bill can pass even though the analysis might show the action would make the retirement system unsound. Any action to resolve the issue would be taken after the fact.	Series contains: Projections of costs for a ten-year period, effect on the retirement system, and financial status of affected retirement system	Agency: 4	Records Center: 6	Archives Center:
				Transfer to the State Record Center		
03322	Ohio River Boundary Study Materials	Closed Series: The information in this series was collected to facilitate the preparation of two Informational Bulletins that deal with Kentucky's state boundary line as it follows the Ohio River. The bulletins are entitled "From the Big Sandy to the Great Miami" and "From the Great Miami to the Wabash". At the time, a lawsuit over a boundary dispute was pending between the Commonwealth of Kentucky and the state of Ohio. Both informational bulletins were prepared under the auspices of the Commission's Ohio River Boundary subcommittee, which was in existence from 1966 to 1972.	Series contains: Correspondence, bibliographical references, legal case citations and commentary, historical reference material, legal briefs, and drafts of the publications produced	Agency: 0	Records Center:	Archives Center: P
				Transfer to the State Archives Center		

STATE AGENCY RECORDS RETENTION SCHEDULE

Legislative Branch
Legislative Research Commission
Statute Revision

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
01792	Notes and Annotations to Kentucky Revised Statutes - (One volume which traces legislative history back to Carroll's code)	This series documents legislative history and case law annotations prior to 1943 in all sections of the Kentucky Constitution and Kentucky Revised Statutes. Only one volume was published. It supplies the link between the old codification (Carroll's Code) and the new one - the Kentucky Revised Statutes. The series traces the legislative history back to Carroll's Code.	Series contains: Complete history of the Kentucky Revised Statutes (KRS) from 1873 to 1942 and includes references to Carroll's Code section numbers. The volume also contains case law notes to the KRS from 1793 to 1943, and copies of the following: the Magna Carta, the Declaration of Independence, Articles of Confederation, the Act of Congress admitting Kentucky to the Union, the 1st, 2nd, and 3rd Constitutions of Kentucky, and the Compact with Virginia.	Agency: P	Records Center:	Archives Center:
				Retain in agency		
01797	Bill Draft Request File (C) KRS 7.120 (3) (V)	This series documents requests from legislators to Commission staff for the drafting of legislation. It could incorporate nationally standardized versions of legislation. An organization currently in operation may suggest the drafting of bills to achieve uniformity in laws from state to state, e.g., uniform speed limits, probate laws, legal drinking age, etc. All requests for the drafting of bills must be sponsored by a legislator. This file could have importance if legislative history or intent is questioned. However, the courts do not recognize legislative intent as the basis for a lawsuit, only the prevailing law of the period; so, its usefulness to this process is questionable.	Series contains: Names of bill/resolution sponsor and bill drafter, assigned bill request number, copies of draft(s), work papers and dates requested, correspondence, and suggested versions of legislation. This file also contains introduced, never introduced and withdrawn bills.	Agency: 10	Records Center:	Archives Center:
				Destroy		
03317	Kentucky Revised Statutes Data Base - (Electronic) (V)	This series provides for the creation and subsequent publication of the Kentucky Revised Statutes (KRS). The database contains current information only and, in addition, is used as a quick reference and research tool. After each session the database is updated to reflect current law. The database is not a cumulative or historical file - laws are carried forward from session to session and updated with newly enacted legislation. Printed supplements to the KRS are provided after July of each session year as updates, until new volumes of the KRS are printed by either Michie or Banks, Baldwin. Publication of the new volumes is at the discretion of Michie and Banks, Baldwin, publishers. The Commission makes tapes available to the above companies for the printing of the KRS.	Series contains: KRS Chapter and Section number; Subsection numbers where appropriate; text of each section of current Kentucky laws as codified in the KRS; and catch line for each section and the current Kentucky Constitution	Agency: I	Records Center:	Archives Center:
				Maintain electronic file, updating after each session. Normal backup procedures will apply		